# Create Variant

## QUICK REFERENCE GUIDE

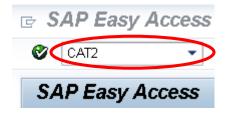**Use this procedure to create and use variants.**

## Variant

**Perform this procedure when you want to save attributes entered on a selection screen (search criteria, list of personnel numbers, and other items).  Once the variant is created this will also show how you can retrieve a variant.**

**Variants can be created and used throughout the system.  This procedure will show you how to create and use variants to assist with time entry.  The first example will show how to create a list of personnel numbers and the second example will show how to save a selection on an organizational unit and work schedule.**
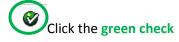
**A variant is created to save the criteria on a selection screen.  This includes PERNRs, organizational units, Personnel area, and other options.  This can also include additional data such as, work schedule, Position number or range.**
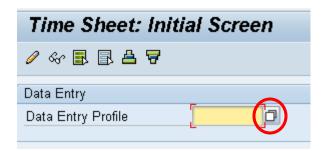
**Prerequisites:**

- **Must have access to the transaction code**



Enter the Transaction code (**CAT2**) in the command field

 Click the **green check**

**Time Sheet: Initial Screen**
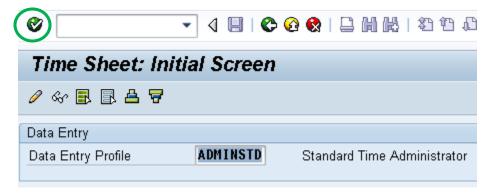
Data Entry

Data Entry Profile

To select your data entry profile click the "Data Entry Profile" field. Click the matchbox to the right of the Data Entry Profile field. Select the profile from the list. Below is an example of the choices you could see. Your list could be different based on your KHRIS access.
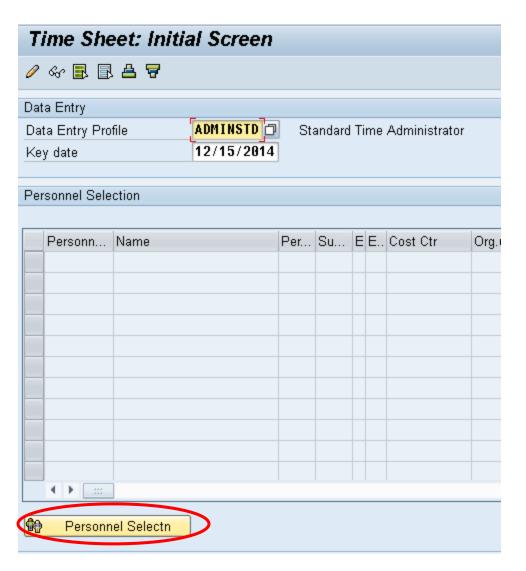
Data Entry Profile (1)    3 Entries found

CATS: Help View for Variants

| Prof. | Text |
| --- | --- |
| ADMINSTD | Standard Time Administrator |
| ADMNCTPY | Time Administrator for County Pay Employees |
| ADMNKYTC | KYTC Time Administrator |

Once you select your profile you can click the **green check** to close the Data Entry Profile.

**Time Sheet: Initial Screen**

Data Entry

Data Entry Profile    **ADMINSTD**    Standard Time Administrator
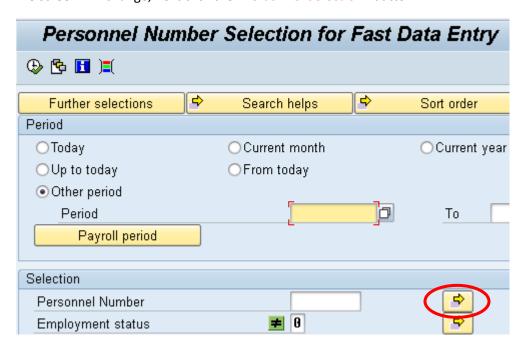
Once your profile is selected, next click the **green check** button

## Time Sheet: Initial Screen

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### Data Entry

| Data Entry Profile | ADMINSTD ⬚ | Standard Time Administrator |
|---|---|---|
| Key date | 12/15/2014 | |

### Personnel Selection

| | Personn... | Name | | Per... | Su... | E | E.. | Cost Ctr | | Org.( |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |

◀ ▶ ⬚
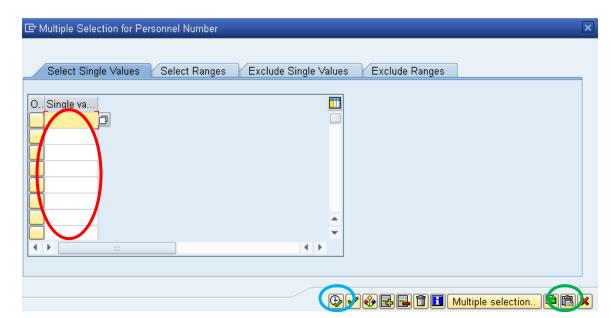
👫 Personnel Selectn

The screen will change, next click the "**Personnel Selection**" button

## Personnel Number Selection for Fast Data Entry

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| Further selections | ➡️ | Search helps | ➡️ | Sort order |
|---|---|---|---|---|

### Period

○ Today ○ Current month ○ Current year
○ Up to today ○ From today
⦿ Other period

Period [          ] ⬚ To [     ]

Payroll period

### Selection

Personnel Number [          ] ➡️

Employment status ≠ 0 ➡️

Click the **multiple selection** button to the right of the "Personnel Number"

KHRIS
Kentucky Human Resource Information System
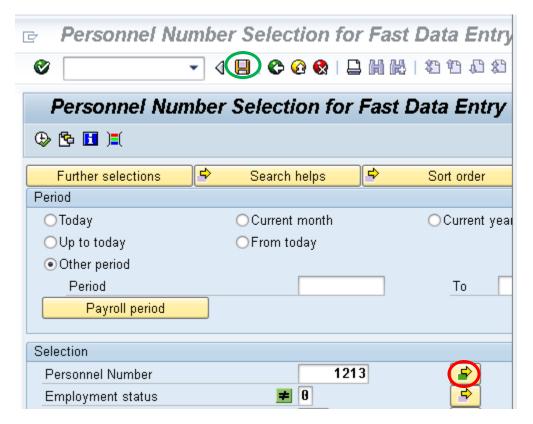Connecting the Commonwealth

In the "Mutiple Selection for Personnel Number" window you can enter as many pernrs as you want your variant to contain.

- You can type each pernr in the **single value column**
- If you copied a column of pernrs from an Excel sheet or similar software you can upload the entire list by clicking on the **upload from clipboard** button.
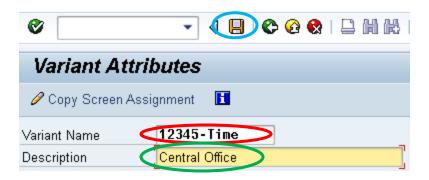
After all pernrs have been entered click the **copy** button



The multiple selection in active and can been seen by the **green box** on the multiple selction button in the "Selection" section.

Next click the "**Save as Variant**" button it is the save button at the top of the screen.
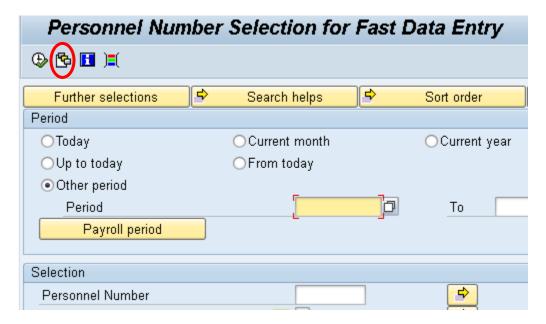
Click in the "Variant Name" field and type a unique **variant name**. This name should be unique to that variant. Variant name examples can inlcude:

- Cost Center (Agency Number)
- Short description of the variant
- Your initials
- Any comination

Next, in the "Description" field   type a **descriptive name** of the varinat. The description should be unique to that variant. Variant decriptions should be unique and give more detail about the variant. More details can be typed in the Description field.

Once you have created a variant name and description, click the **Save** button.

## TO RETRIEVE YOUR VARIANT



Go back to the Personnel Number Selection for Fast Data Entry by following the steps above. Click the "**Get Variant**" button.
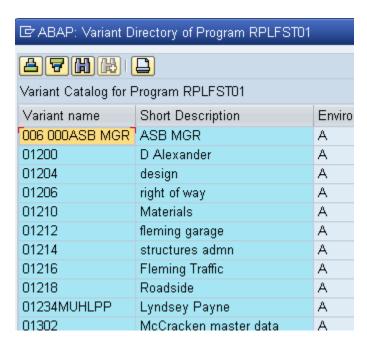
If the "Find Variant" window opens you should delete the user ID in the "**Created by**" field to view all varaints. If you only want to view the variants that were created by you enter your user ID in the "Created by" field.

Click the **Execute** button.



Double click on the variant you would like to retrieve.



You can also select the variant and click the **green check**.